## Lamar University

## Educational Technology Leadership Internship

### Part 1

## Field-based Activities Weekly Report

***Instructions:*** *Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a* ***minimum of 50 hours*** *of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week’s hours, then enter the total number of internship hours that you have worked as of the end of the week.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date: 4-5-10 Through 4-24-10 Total Internship hours at the start of the week:** | | | 86.5 |
| **Day** | **Functions** |  | **Hrs** |
| **Mon** | **Day’s Activities** | 4-5-10 Completed Field Based Activity Plan  4-12-10 Obtained approval of mentor for Field Based Activities Plan and became a part of the Technology focus committee.  4-19-10 Met with me mentor and received print-outs of technology trouble tickets.  4-19-20 Met with colleagues to discuss a computer lab schedule and activities for next year. | 3.5 |
| **Communication with Supervisor** | 4-12-10 Met with mentor to discuss Field Based Activities Plan and made revisions to the plan.  4-19-10 Met with mentor to discuss the teacher satisfaction survey and he approved the process. |
| **Tue** | **Day’s Activities** | 4-20-10 Handed out technology teacher satisfaction surveys and explained procedure. Reviewed and organized print-outs. | 1 |
| **Communication with Supervisor** |  |
| **Wed** | **Day’s Activities** | 4-14-10 Met with Technology focus committee | 1 |
| **Communication with Supervisor** |  |
| **Thur** | **Day’s Activities** | 4-22-10 Computed time taken to respond and complete trouble tickets. Constructed pie chart to show data. Collected surveys from teachers and organized data. | 2 |
| **Communication with Supervisor** |  |
| **Fri** | **Day’s Activities** | 4-16-10 Shared revised plan with mentor.  4-23-10 Computed responses to teacher surveys and made a bar graph to reflect survey results. | 3 |
| **Communication with Supervisor** | 4-16-10 Shared revised plan with mentor and received approval to proceed.  4-23-10 Met with mentor and committee to go over results of research and survey. Discussed ways to increase teacher satisfaction with technical support services and devised a plan of action. |
| **Sat** | **Day’s Activities** | 4-24-10 Completed log sheet and organized computer files for project. | 1 |
| **Communication with Supervisor** |  |
| **Sun** | **Day’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **Hours worked this week:** | | | 11.5 |
| **Total internship hours to date including this week:** | | | 98 |

**Part 2**

### Reflection

***Instructions:*** *In submitting your field-based activity log, you are required to reflect on each of your experiences by completing a reflection in your course blog and should contain a minimum of 150 words unless stated otherwise. These reflections will be used to assist you in completing Week 5 of your EDLD 5388 Internship comprehensive exam/final report.*

*Reflections may consist of statements regarding:*

*·     the knowledge you gained from the activity,*

*·     insights into the patterns of interactions of the participants,*

*·     group processes including: who had power, authority, or influence, who was participating and who was not, who was not*

*included, how did you or another leader draw the silent teachers out, was there confrontation, conflict, consensus, agreement,*

*hurt feelings,*

*·     notations addressing the affective or feeling tone evident, concerns you noticed,*

*·     questions you have that you should research or about which you can seek expert advice from your campus-based supervisor or*

*your professor, and*

*·     issues that puzzle you.*